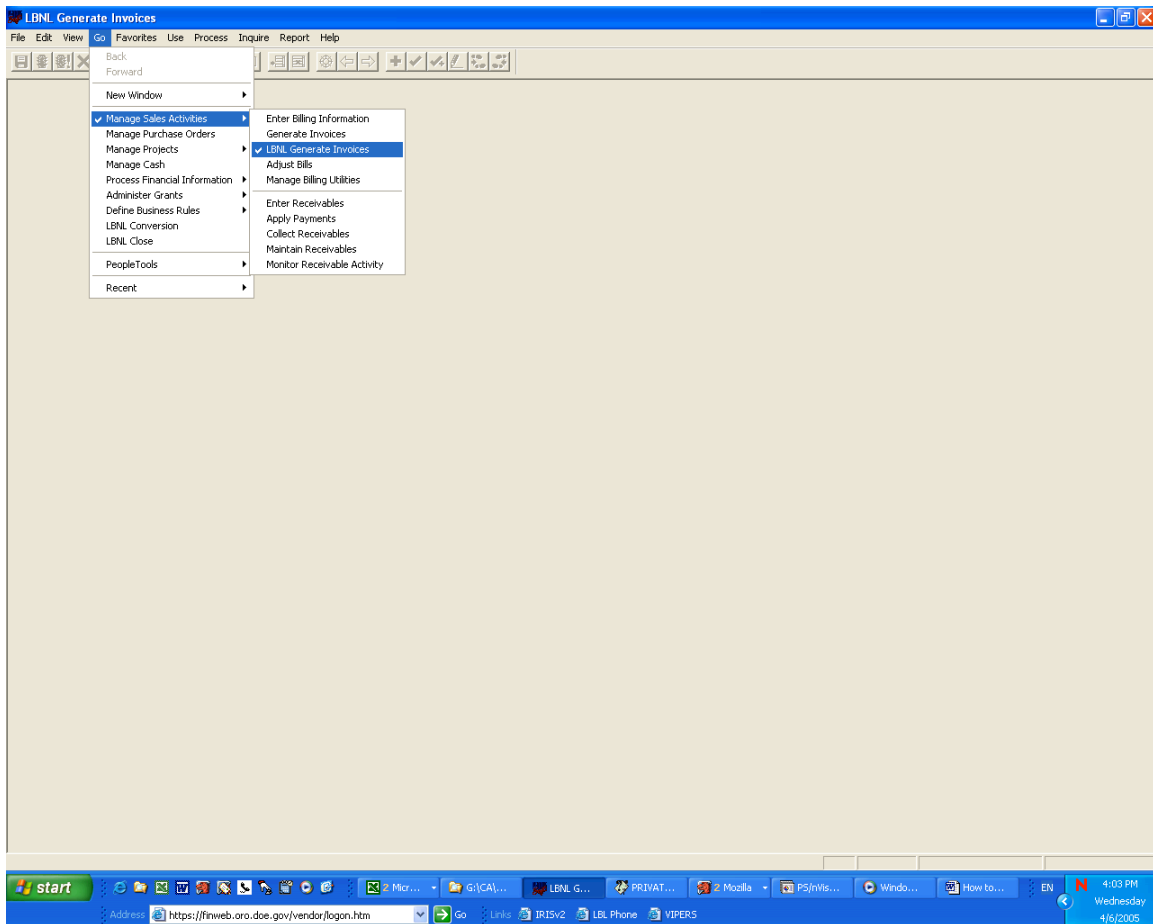


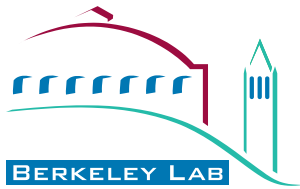
## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

### Reprint Invoice Instructions

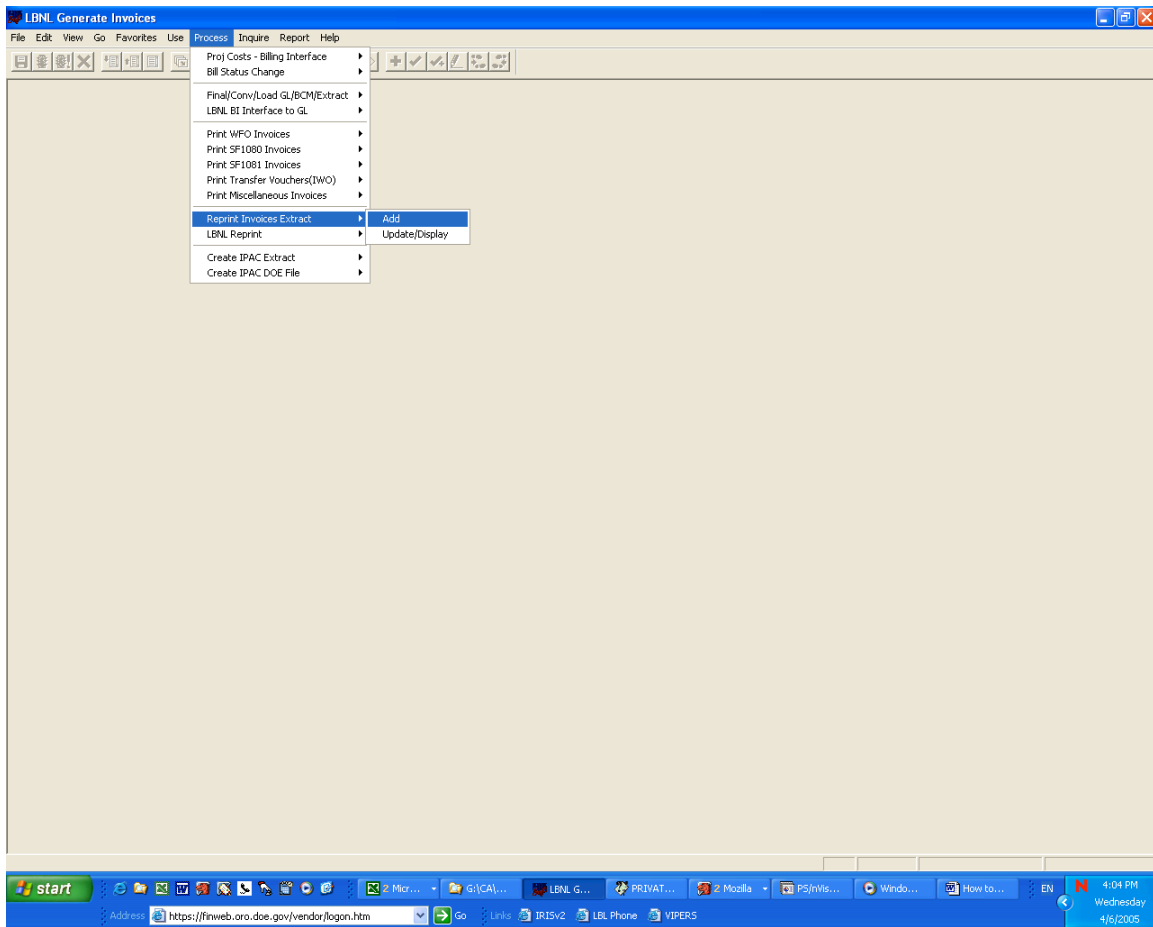
The very first time before reprinting invoices, need to run the **Extract process** for one invoice. This is to be run only once.

**Go/Manage Sales Activities/LBNL Generate Invoices → Process/Reprint Invoices  
Extract/Add** (see next two screen prints).





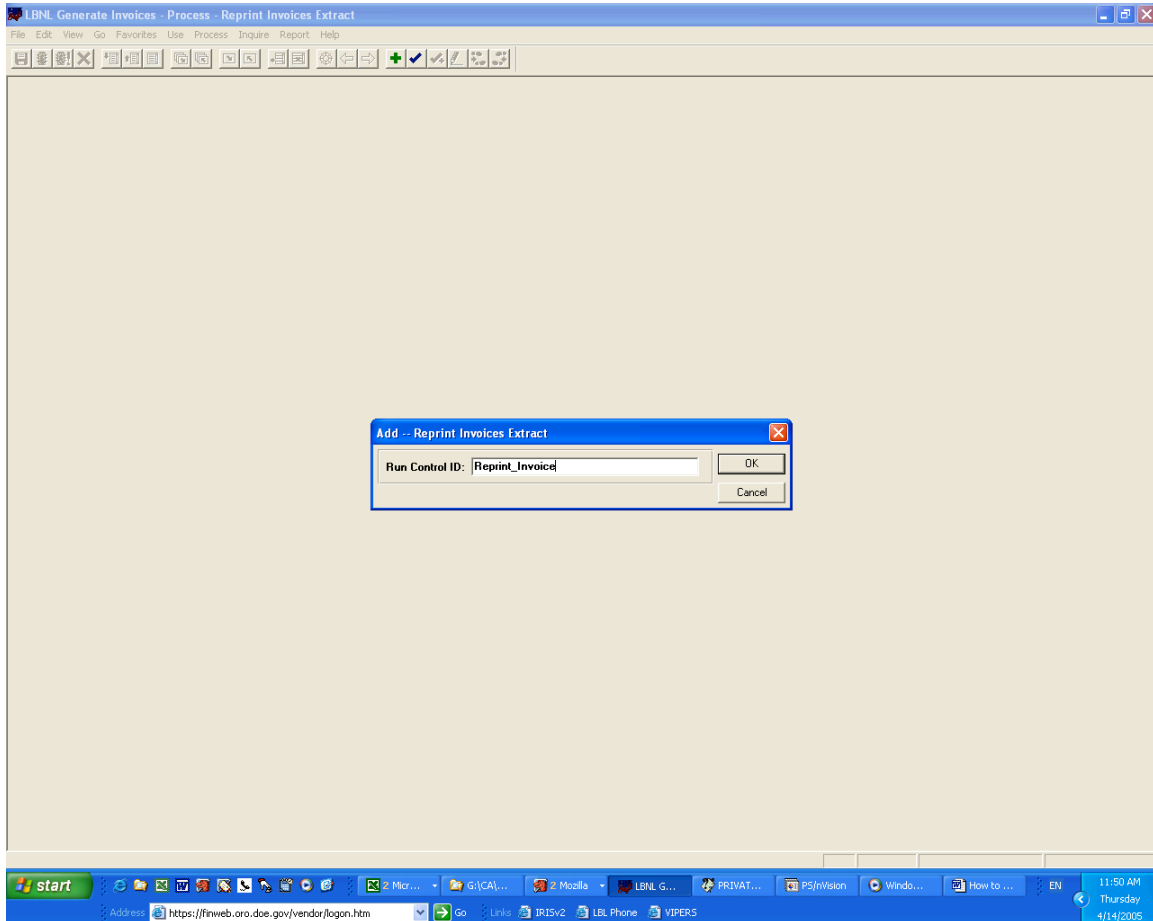
## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

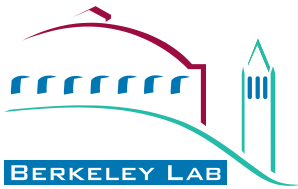




## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

### Add a **Run Control** of 'Reprint\_Invoice'





## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Select **Invoice ID** and enter an **invoice number** (any will do) for the **From** and **To Invoice** and click the traffic light button.

Operator ID: GLORINCZ      ☒ Specified      Language: English

Run Control ID: Reprint\_Invoice      ☐ Recipient's

Seq Nbr: 1      Print Invoice Sort By: ☒ Country, Postal

Unit: LBNL      ☐ Bus Unit, Invoice

☐ Print Only Primary Copy

☐ Use Current Effective Address      ☐ Custom Label

Range Selection: ☒ Invoice ID

From Invoice: WFO-0017262

To Invoice: WFO-0017262

Reprint Invoice      Update/Display



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Select **Client** and **File** where the file path should be 'C:\PS\TEMP', then click **OK**.

The screenshot shows the 'LBNL Generate Invoices - Process - Reprint Invoices Extract' window. The 'Process Scheduler Request' dialog box is open, showing the 'Client' location and 'File' output destination. The 'File/Printer' field is set to 'C:\PS\TEMP\'. The 'Run Date/Time' is set to '04/14/2005' at '11:54:00 AM'. The 'Run Recurrence' is set to 'Once'. The 'Name' field is empty. The 'OK' button is highlighted.

Operator ID: GLORINCZ      Specified      Language: English  
Run Control ID: Reprint\_Invoice      Recipient's

Seq Nbr: 1  
Unit: LBNL

Print Invoice Sort By  
Country, Postal  
Bus Unit, Invoice

Use Current Effective Address

Range Selection  
All      Invoice I  
Bill Cycle      Cust ID  
Date      Bill Type  
Range ID      Bill Source

From Invoice: WFO-0017262  
To Invoice: WFO-0017262

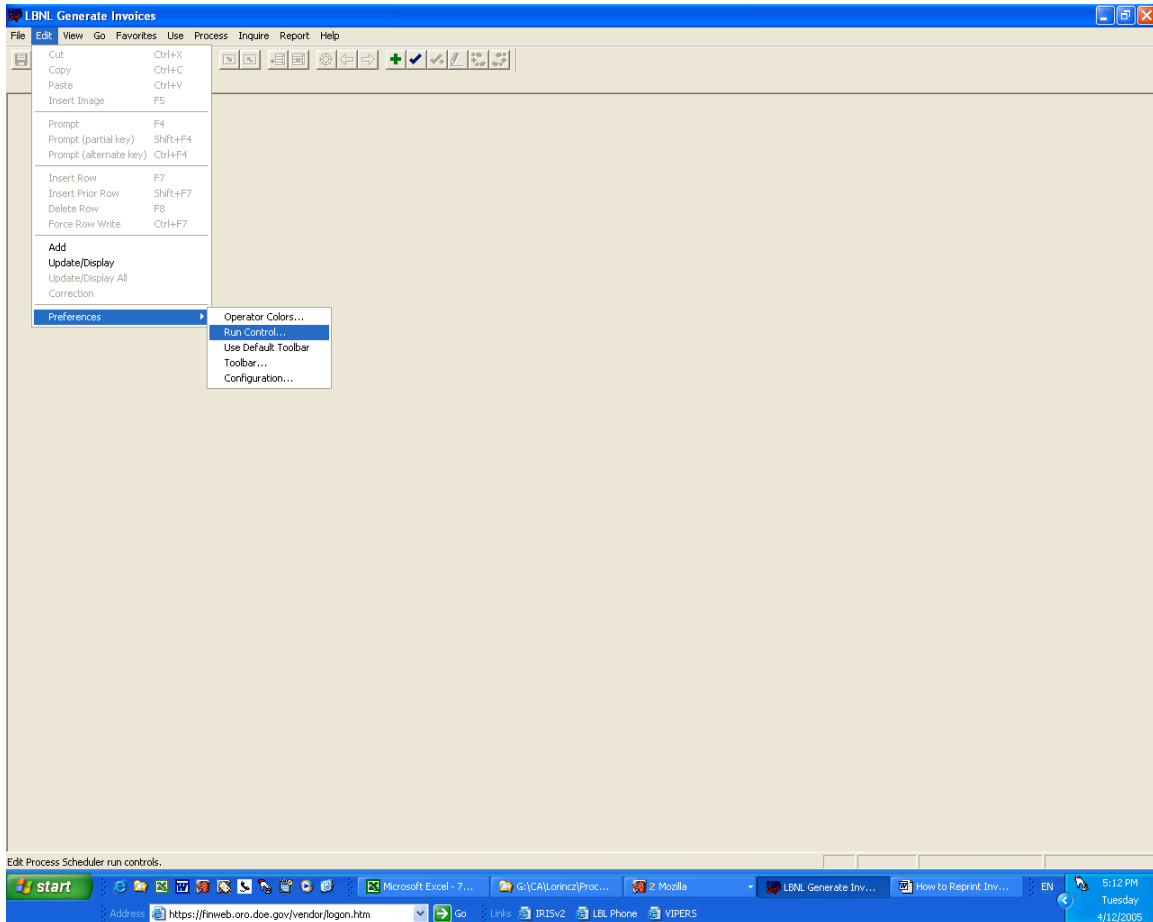
Description	Name	Process Type Descr
Process Extract Table Invoices	ZBIIVCEN	SOP Report



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

The next step (**pages 6, 7, 8**) sets the LBNL\_Reprint run control preferences to use Window as output.

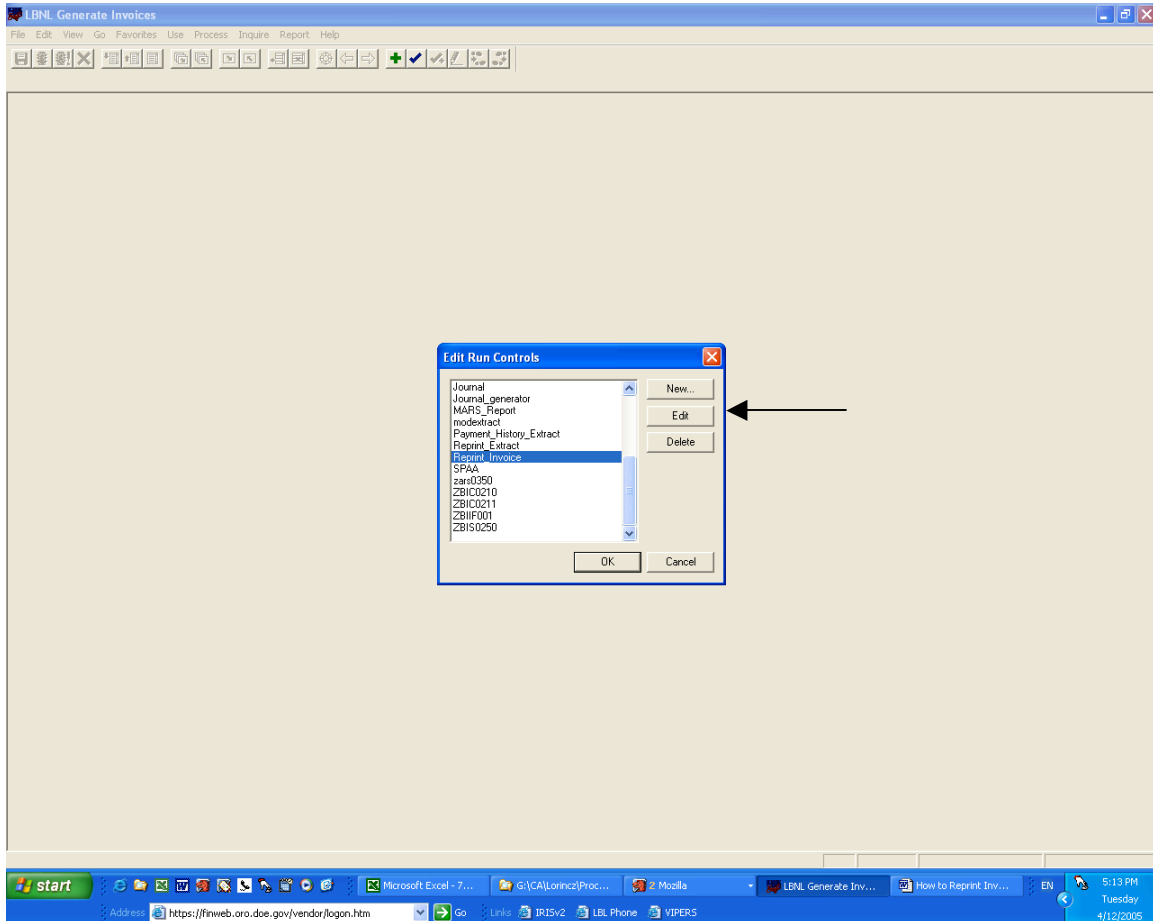
**Edit/Preferences/Run Control...**

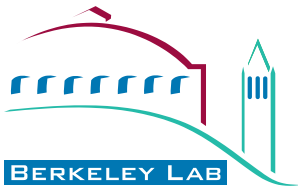




## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

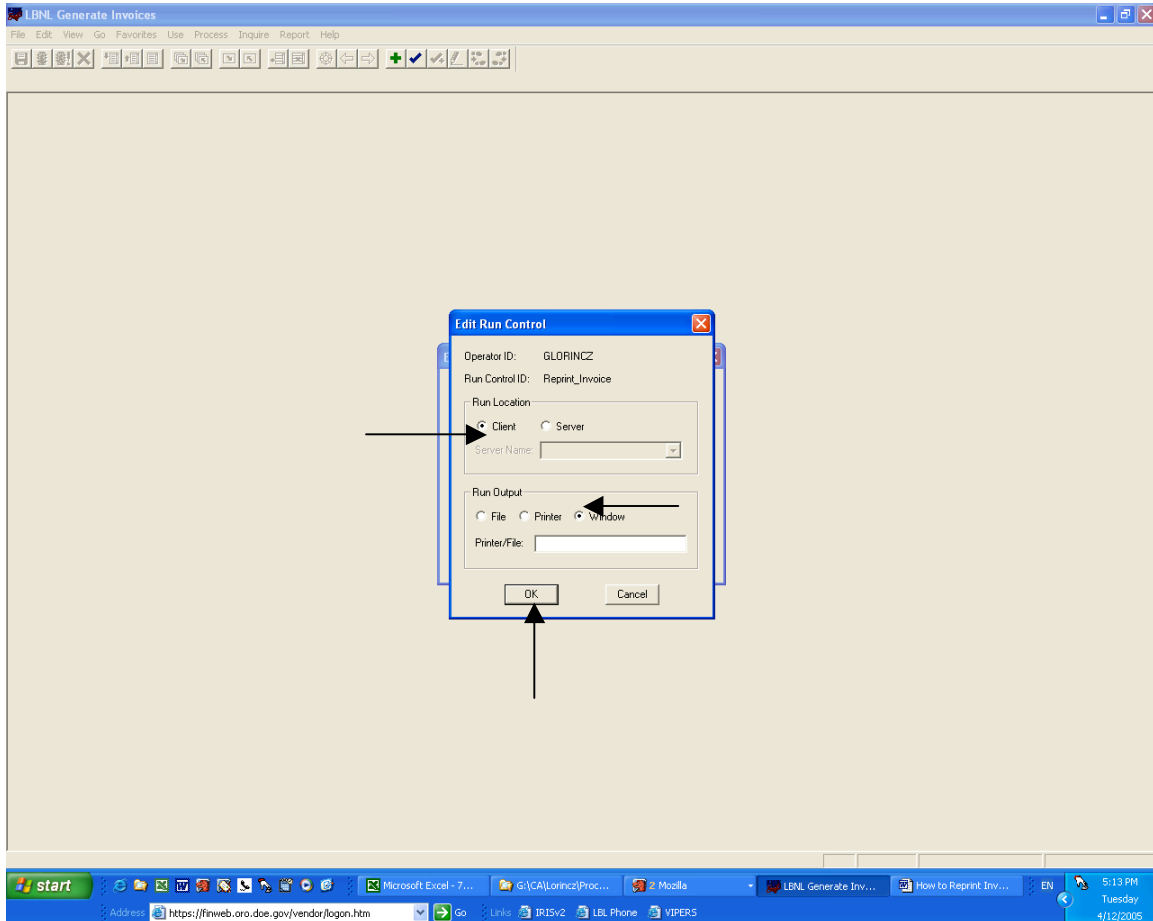
Select **LBNL\_Reprint** run control and click the **EDIT** button.



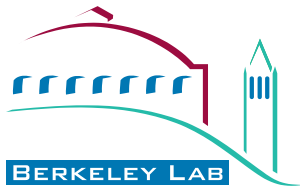


## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Select **Client** for the **Run Location** and **Window** for the **Run Output**. Click **OK**.



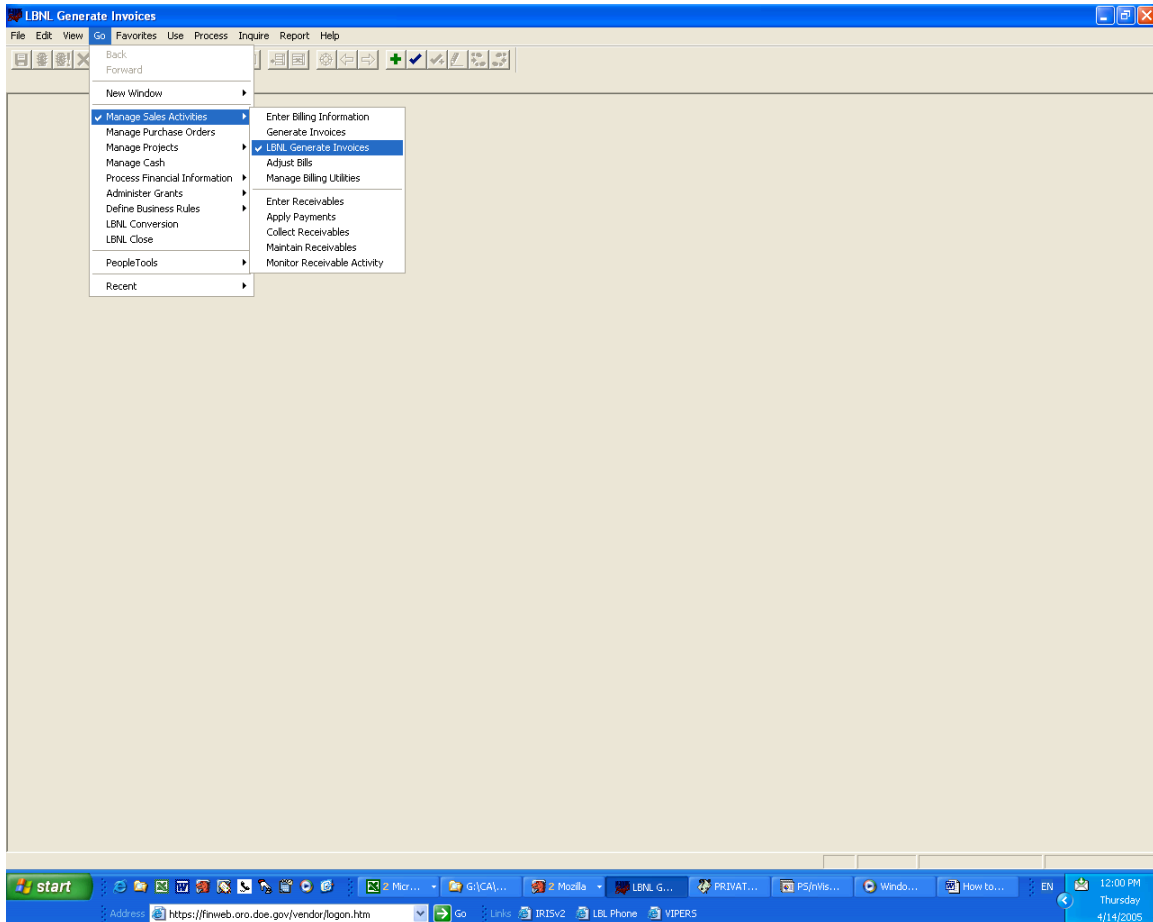


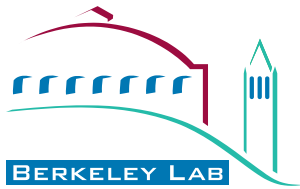


## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

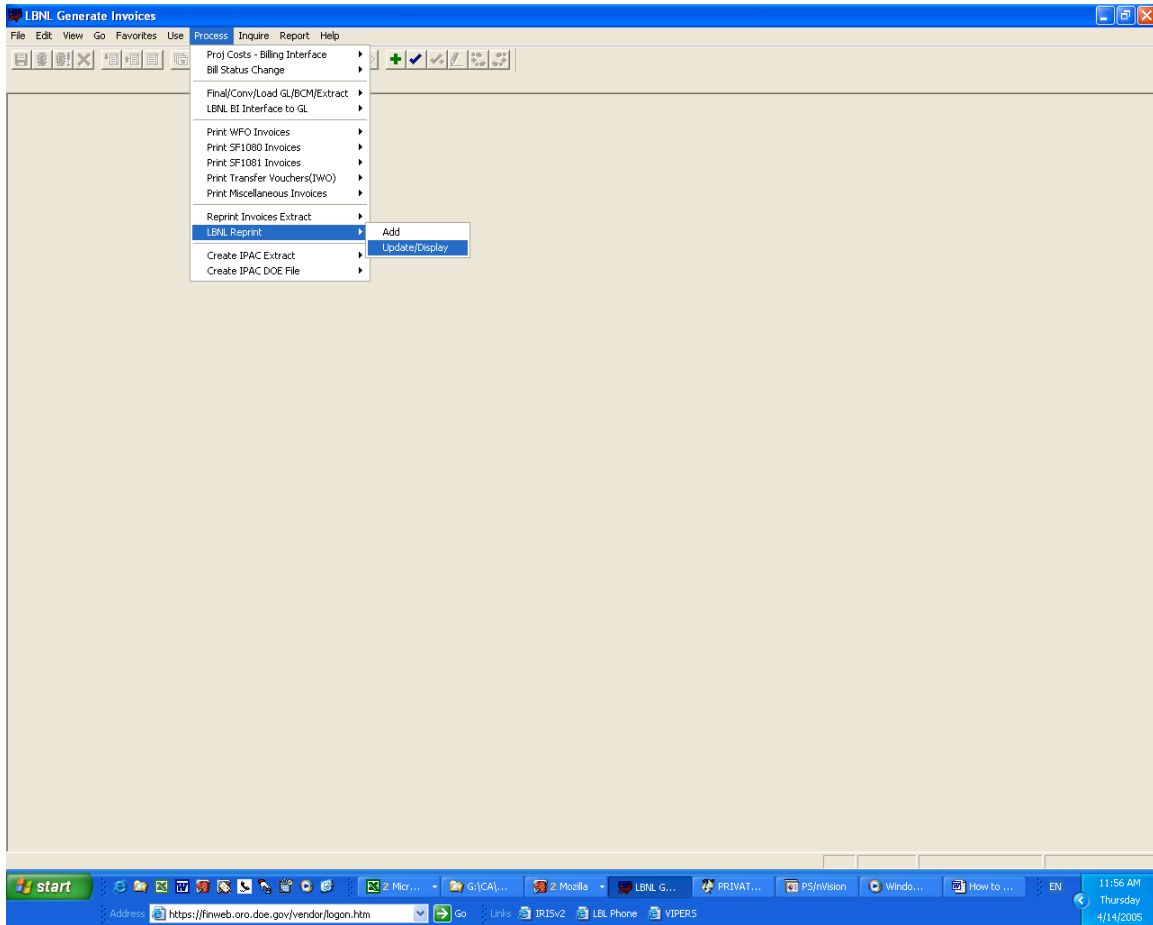
### **The process to reprint invoices as follows:**

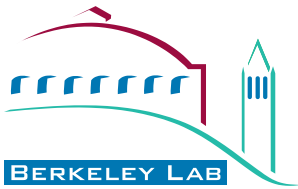
**Go/Manage Sales Activities/LBNL Generate Invoices → Process/LBNL Reprint/Update/Display (next two pages)**





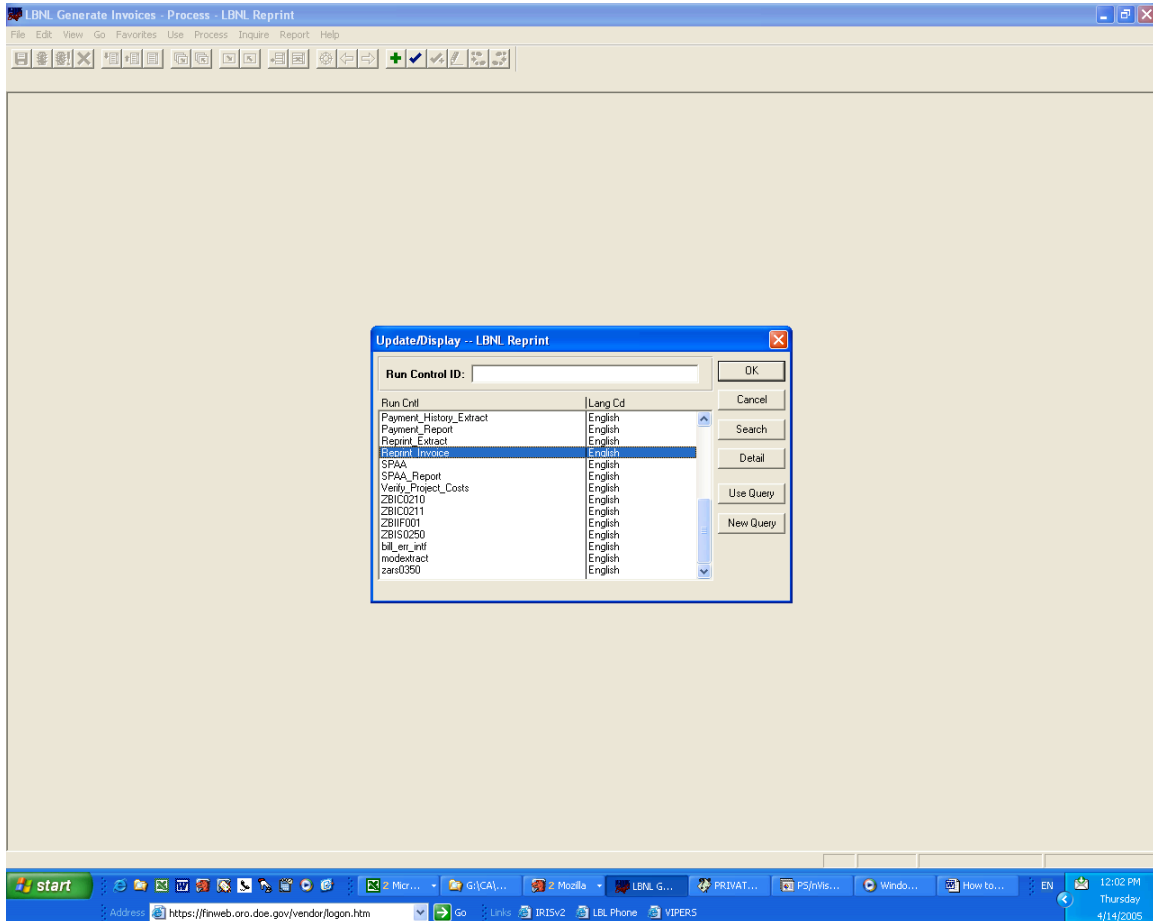
## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

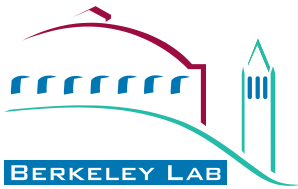




## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Select Run Control 'Reprint\_Invoice'





## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

In the **Range Selection** Box in the upper left hand side of the screen click the radio button for **Contract Number**

Operator ID: GLORINCZ  
Run Control ID: Reprint\_Invoice

Range Selection

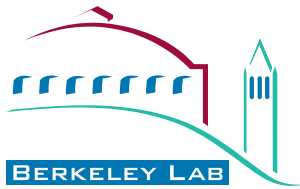
☐ Invoice  
☐ Contract #

Contract #:

☐ Print 1081 Invoice

Reprint

Sel	BU	Date Added	Process Instance	Invoice
<input type="checkbox"/>				



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Enter the Award No. in the Contract Number space (include hyphens)  
For example: LB05-XXXXXX

Click the **Flashlight** button located above the reprint button in the upper right of the screen

Operator ID: GLORINCZ  
Run Control ID: Reprint\_Invoice

Range Selection  
☐ Invoice  
☒ Contract #

Contract #: LB05-001327

☒ Print 1081 Invoice

Reprint

Sel	BU	Date Added	Process Instance	Invoice
<input type="checkbox"/>				



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

A list of the invoice numbers associated with the award will appear

LBNL Generate Invoices - Process - LBNL Reprint

File Edit View Go Favorites Use Process Inquire Report Help

Operator ID: GLORINCZ  
Run Control ID: Reprint\_Invoice

Range Selection ☐ Print 1081 Invoice

☐ Invoice ☐ Contract # Contract #: LB05-001327

Sel	BU	Date Added	Process Instance	Invoice
<input type="checkbox"/>	LBNL	02/25/2005 10:08AM	587505	WFO-0017954
<input type="checkbox"/>	LBNL	01/28/2005 9:31AM	572600	WFO-0017599
<input type="checkbox"/>	LBNL	12/22/2004 12:12PM	555468	WFO-0017255

start | Address: https://finweb.oro.doe.gov/vendor/fogon.htm | Links: IRISv2, LBL Phone, VIPERS | 2:25 PM Wednesday 4/6/2005



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

Select the one you would like to reprint and click the **Reprint Button** located below the flashlight button.


LBNL Generate Invoices - Process - LBNL Reprint

File Edit View Go Favorites Use Process Inquire Report Help

Operator ID: GLORINCZ  
Run Control ID: Reprint\_Invoice

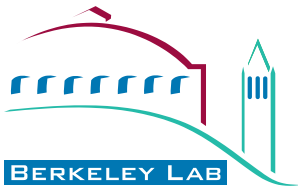
Range Selection ☐ Print 1081 Invoice

☐ Invoice ☐ Contract # Contract #: LB05-001327

 **Reprint**

Sel	BU	Date Added	Process Instance	Invoice
<input checked="" type="checkbox"/> ←	EBNL	02/25/2005 10:08AM	587505	WFO-0017954
<input type="checkbox"/>	LBNL	01/28/2005 9:31AM	572600	WFO-0017599
<input type="checkbox"/>	LBNL	12/22/2004 12:12PM	555468	WFO-0017255

start | Address: https://finweb.oro.doe.gov/vendor/login.htm | Links: IRISV2, LBL Phone, VIPERS | EN | 2:26 PM Wednesday 4/6/2005



## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

The invoice will appear on your screen in a moment or two  
Click the **printer button**, then click **OK** (next page) and your invoice will print.

c:\user\crlw\eng\zbic100.rpt

1 of 1 81% Total 3 100% 3 of 3

**UNIVERSITY OF CALIFORNIA  
LAWRENCE BERKELEY NATIONAL  
LABORATORY**

**INVOICE**

INVOICE NUMBER  
WFO-0017954  
Please reference this number  
on your check

DATE OF INVOICE  
4/15/2005

PROJECT NUMBER

MAJOR CHECK PAYABLE TO: THE DIRECTOR OF THE UNIVERSITY OF CALIFORNIA - DOE CONTRACT NO.

PERMIT TO: Lawrence Berkeley National Laboratory  
Financial Services / Accounting  
P.O. Box 520  
Berkeley, CA 94720

For questions related to this invoice, please  
email ARhelp@lbl.gov. Please include  
LBL Award No. in Subject line.

UNIV OF CA BERKELEY  
Mr. Kevin E. Kaiser  
Medical Woods  
MCS  
40 Chaboud  
Berkeley CA 94720-3200

LBL Award Number  
LB05-001327

PAYMENT IS DUE VIO \$ PERMIT  
DIFFERENT OTHER CHARGES MAY BE  
ADDED TO THE BALANCE DUE

Customer PO/Contract Number  
964234

Customer ID: U0021171 WFO-0017954

	CUMULATIVE COSTS \$	CURRENT COSTS \$
PAYROLL EXPENSES		
Science Staff	23,026.01	9,336.19
PAYROLL EXPENSES SUBTOTAL	23,026.01	9,336.19
BURDENS		
Support Burden	4,628.23	1,876.58
BURDENS SUBTOTAL	4,628.23	1,876.58
OVERHEAD		
Overhead	13,052.03	5,292.11
OVERHEAD SUBTOTAL	13,052.03	5,292.11
<b>TOTAL COST</b>	<b>40,706.27</b>	<b>16,504.88</b>
TOTAL ADVANCED	30,000.00	
DRAW DOWN TO DATE	0.00	
ADVANCE BALANCE	30,000.00	
CURRENT DRAW DOWN		0.00
<b>PAY THIS AMOUNT</b>		<b>16,504.88</b>

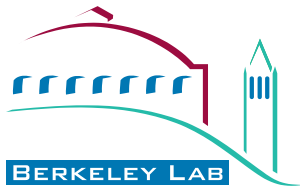
start

Address: https://finweb.oro.doe.gov/vendor/jogon.htm

Links: IRISv2 LBL Phone VIPERS

2:28 PM Wednesday 4/15/2005





## Lawrence Berkeley National Laboratory Reprint Invoice Instructions

c:\user\crlweng\zbi\100.rpt

1 of 1 81% Total 3 100% 3 of 3

**UNIVERSITY OF CALIFORNIA  
LAWRENCE BERKELEY NATIONAL  
LABORATORY**

**INVOICE**

INVOICE NUMBER:  
WFO-0017954  
Please reference the number  
anytime check

INVOICE DATE:  
February 18, 2005

PROJECT NUMBER:

**PAID HEREIN PAYABLE TO THE PROPERTY OF THE UNIVERSITY OF CALIFORNIA - DOE CONTRACT NO.**

EMIT To: Lawrence Berkeley National Laboratory  
Financial Services / Accounting  
P.O. Box 528  
Berkeley, CA 94701

For questions related to this invoice, please  
email: ARhelp@lbl.gov. Please include  
LBL Award No. in Subject line.

UNIVERSITY OF CALIFORNIA  
Mt. Shasta, E. Yuba  
Marko Yards  
MCB  
40 Stadium  
Berkeley CA 94720-3200

LEBL Award Number  
LB05-001327

PAYMENT IS DUE TO THE EMIT  
OFFICE. OTHER CHARGES MAY BE  
ADDED AS DELINQUENT  
PAYABLES

Customer PO/Contract Number  
994234

Customer ID: UC02171

**CURRENT COSTS \$**  
February 28, 2005

PAYROLL EXPENSES	9,336.19
Scientific Staff	9,336.19
PAYROLL EXPENSES	
BURDENS	1,876.58
Support Burden	1,876.58
BURDENS SUBTOTAL	
OVERHEAD	5,292.11
Overhead	5,292.11
OVERHEAD SUBTOTAL	

**TOTAL COST 40,764.27 16,584.88**

TOTAL ADVANCED	30,000.00	CURRENT DRAW DOWN	0.00
DRAW DOWN TO DATE	0.00		
ADVANCE BALANCE	30,000.00	<b>PAY THIS AMOUNT</b>	<b>16,584.88</b>

Print

Printer: System Printer (HP LaserJet 4 Plus) OK Cancel

Print Range

☐ All

☒ Pages

Copies: 1 Collate Copies ☒

From: 1 To: 1

start

Address: <https://finweb.oro.doe.gov/vendor/login.htm> Go Links IRISv2 LBL Phone VIBERS

2:54 PM Wednesday 4/6/2005

**Note:** If printing multiple invoices you will need to select them one at a time as checking all the invoices and clicking Reprint will not work